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ATT. A.

Reports Cost Reduction

by Support Directorate Offices

Office	No. of Reports Affected	Assigned $ Goal	Savings Reported Man-hours	Savings Reported Dollars	Remarks (Summation of action taken)
OC					Final report forthcoming -report goal achieved
OF	21	41,000		44,536.27	14 reports cancelled 7 reports to be reduced in cost by changes in procedure.
OL	41	24,000	4106	26,700.	16 reports eliminated 25 changed in report frequency or number of copies reduced.
OMS	1	700	32	1,936.	By converting report #5 from monthly to a quarterly resulted in the savings shown.
OP	~~16~~	22,000	Not reported	9,200.	Preliminary report. 11 reports cancelled/ 5 reports reduced in reporting frequency & No. of copies.
OS	5	8000 -		105,170	Final Forthcoming- Savings goal achieved.
OTR		9000 -			Re-examing 8 March 1971 memorandum wherein a $52,000 savings reported on 5 - ADP reports. [illegible]
SSS		2500 -		[illegible]	Final report forthcoming.

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